

Spec. Code:	3158
Occ. Area:	02
Work Area:	060
Prom. Line:	none
Prob. Period:	6 mo.
Effective Date:	06/15/84

MUSEUM REGISTRAR

Function of Job

Under administrative supervision, to assume responsibility for inspection, identification, description of condition, transporting, reporting, and recording of incoming and outgoing museum objects.

Characteristic Duties and Responsibilities

1. initiates and/or supervises the compilation of records of the collection, including areas of collection and records management
2. with the cooperation of the appropriate curator, carries out limited research in order to document objects
3. records gifts, loans, and bequests and makes contractual arrangements
4. accessions items by maintaining an accessions book and supervising the numbering of items, in addition to maintaining a catalog system
5. maintains inventory/location records for objects
6. conducts professional inspections of incoming and outgoing museum objects
7. prepares damage reports, including photographic records, insurance papers, packing and unpacking orders, and shipping and receiving papers
8. keeps records on loans to and from the museum
9. serves as a liaison with donors, lenders, vendors, and carriers for transporting museum objects
10. composes and types correspondence and prepares other related written materials, records, and forms
11. supervises photographic documentation of collections
12. performs related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's degree in art history, anthropology, history, the humanities, or a related field

or

- (B) 3 years of experience and/or training that provided knowledges, skills, and abilities equivalent to those provided in one of the academic programs listed above*

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to learn and apply museum registration techniques
2. ability to learn and apply techniques used in handling museum objects
3. ability to learn and apply records management techniques
4. ability to learn and apply methods used in packing and transporting museum objects
5. ability to communicate orally and in writing
6. ability to type 25 words per minute

* In substituting experience and/or training for academic programs, as provided above, it is recommended that, in order to ensure consistent application of these qualifications, the evaluation and verification of an applicant's experience and/or training be accomplished through the cooperative efforts of a person knowledgeable of the appropriate field (art history, anthropology, et al.) and the personnel office in a manner that will preserve the applicant's anonymity.